

1 BILL NO. S-91-11-*62*

2 SPECIAL ORDINANCE NO. S-*313-91*

3 AN ORDINANCE approving the awarding  
4 of Reference #5014 by the City of  
5 Fort Wayne, Indiana, by and through  
its Department of Purchasing and  
SUMMIT BANK for the Customer  
Relations Department.

6 NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL  
7 OF THE CITY OF FORT WAYNE, INDIANA;

8 SECTION 1. That Reference #5014 between the City of  
9 Fort Wayne, by and through its Department of Purchasing  
10 and SUMMIT BANK for the Customer Relations Department,  
11 respectfully for:

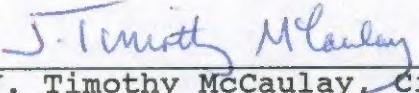
12 the lock box services during 1992 for  
13 the Customer Relations Department;

14 involving a total cost of Fifty-Eight Thousand Seven  
15 Hundred Seventy-Three and no/100+/- Dollars (\$58,773.00+/-  
16 ), all as more particularly set forth in said Reference  
17 #5014 which is on file in the Office of the Department of  
18 Purchasing, and is by reference incorporated herein, made  
19 a part hereof, and is hereby in all things ratified,  
20 confirmed and approved.

21 SECTION 2. That this Ordinance shall be in full  
22 force and effect from and after its passage and any and  
23 all necessary approval by the Mayor.

24   
25 Council Member

26 APPROVED AS TO FORM  
27 AND LEGALITY

28   
29 J. Timothy McCaulay, City Attorney  
30

31

32

REFERENCE NO.: 5014  
DEPARTMENT: CUSTOMER RELATIONS  
DATE: 11/26/91  
ITEM/SERVICE: LOCK BOX AGREEMENT  
ADVERTISED BID: YES  
DATES ADVERTISED: 8/19/91 & 8/26/91  
DATE OPENED: 9/12/91  
WRITTEN QUOTE: NO  
DATE DUE:  
VERBAL QUOTE: NO  
SINGLE SOURCE: NO  
NO. OF VENDORS NOTIFIED: 4  
NO. OF VENDORS RECEIVING BID: 3  
NO. OF VENDORS RETURNING BID: 2  
NO. OF VENDORS DISQUALIFIED: 0  
NO. OF VENDORS NOT RESPONDING: 2  
DATE SENT TO DEPT FOR RECOMM: 9/12/91  
DATE RECOMM RECEIVED BACK: 11/18/91  
DATE SENT TO LAW DEPARTMENT: 11/20/91  
INTRODUCTION DATE: 11/26/91  
DISCUSSION DATE: 12/3/91  
PASSAGE DATE: 12/10/91

REFERENCE NO. 5014  
LOCKBOX AGREEMENT  
CITY UTILITIES  
9-12-91

DESCRIPTION	LINC NAT'L BNK	SUMMIT BANK
LOCK BOX SERV PER CK CHARGE	\$0.075	\$0.07
NO CKS PAID PER MO PER CK	\$0.15	\$0.10
NO DEPOSITS MADE PER MO	\$0.25	\$0.25
NO ITEMS DEPOSITED PER MO	\$0.025	\$0.025
STMT PREP PER MO COST	\$10.00	\$8.00
RETURN CK COST PER CK COST	\$1.00	\$1.00
CURRENCY DEPOSITED COST PER \$1000	NO CHARGE	\$0.00
CASH MGMT FEE PER MO	\$75.00	\$50.00
STOP PAYMENT FEE PER CK	\$5.00	\$15.00
FUNDS CREDITED TO ACCOUNT SAME DAY? NEXT DAY?	ATTACH A ATTACH A	100.00%

FRONT PAGE/INVITATION TO BID  
DEPARTMENT OF PURCHASING  
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA  
ONE MAIN STREET - ROOM 350  
PHONE 219-427-1101

BID OPENING DATE 9-12-91 BID REFERENCE # 5014

SEALED BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M. ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS & SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER".

THIS INVITATION FOR BID IS FOR LOCKBOX AGREEMENT & SERVICES PER SPECIFICATIONS.

AND REQUESTED BY CITY UTILITIES CUSTOMER RELATIONS

THIS BID REQUIRES A X 5% BID BOND, CERTIFIED OR CASHIER'S CHECK OF ALL BIDDERS.

THIS BID REQUIRES A X 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: \_\_\_\_\_ % IF PAID WITHIN \_\_\_\_\_ DAYS.

THIS INVITATION IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY THE CITY OF FORT WAYNE WITH A COMMODITY OR SERVICE IN ACCORDANCE WITH ACCOMPANYING SPECIFICATIONS.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME Summit Bank

STREET ADDRESS PO Box 2345

CITY Fort Wayne, IN PHONE # 427-8333

BY Robert Mohn  
REPRESENTATIVE SIGNATURE

DOCUMENTS

X MARKS DOCUMENTS TO BE COMPLETED AND RETURNED IN BID PACKET

1. Form 95 (Revised 1987) \_\_\_\_\_ X ✓
- Form 96 (Revised 1987) \_\_\_\_\_
2. Front Page/Invitation to Bid \_\_\_\_\_ X ✓
3. Specifications including  
Proposal Sheet as specified \_\_\_\_\_ X ✓
4. 5% Bid Bond, Certified or  
Cashier's Check \_\_\_\_\_ X ✓
5. Labor & Materials Bond \_\_\_\_\_
6. Qualifications \_\_\_\_\_
7. Insurance/Workman's Compensation \_\_\_\_\_
8. Certification of Bidder/Vendor \_\_\_\_\_ X ✓
9. EEO Affirmative Action Program \_\_\_\_\_ X ✓
10. Certification of Non-Segregated  
Facilities \_\_\_\_\_ X ✓

Effective immediately, bidders are required to submit the above forms (no. 8, 9, and 10) annually to the Office of Contract Compliance, City-County Bldg., Rm 800, One Main St., Fort Wayne, Indiana, 46802.

Once received, these forms will be kept on record for a period of one (1) year. This will eliminate the need to submit these forms with each bid. Your bid will be considered incomplete if you fail to submit these documents to the Office of Contract Compliance as required.

A 100% PERFORMANCE BOND WILL BE REQUIRED OF SUCCESSFUL BIDDER(S).

X MARKS OTHER DOCUMENTS INCLUDED IN BID PACKET  
(THESE DO NOT NEED TO BE RETURNED)

1. General/Federal Wage Decision \_\_\_\_\_
2. 16 Affirmative Action Steps \_\_\_\_\_
3. Prevailing Wage Scale \_\_\_\_\_

## VI. SERVICES TO BE RENDERED

Services to be rendered are outlined as follows :

A:	Lock box services (per check charge)	\$ .07
B:	# of checks paid (per month) Per check	.10
C:	# of Deposits made (per month)	.25
D.	# of items deposited (per month)	.025
E:	Statement preparation (per month cost)	8.00
F:	Return check cost (per check cost)	1.00
G:	Currency deposited cost (per \$1000)	.00
H:	Cash management fee (per month)	50.00
I:	Stop payment fee (per check)	15.00
J:	When will funds be credited to our account? (I.E. same day or next day)?	
	1. Same day.	100%
	2. Next day.	

The above costs are to be outlined as being per each item.

Addendum A : An on site inspection of all, interested bidding institutions, facilities and equipment must occur prior to award of bid.

ADDENDUM B : All language in this document that refers to the Company is making direct reference to The City of Ft. Wayne.

## **DESCRIPTION OF SUMMIT BANK'S CASH MANAGEMENT ACCOUNT**

1. All collected funds will be invested in Daily Repurchase Agreements.
2. The collateral for these Repurchase Agreements is U.S. Treasury Notes or U.S. Agency Bonds. All such collateral is safekept separately at the First National Bank of Chicago in a "Pledged to Repos" account. This insures the customer of a perfected security interest in the collateral.
3. The interest rate on the investment will be the 91-day T-Bill rate quoted daily in The Wall Street Journal.
4. The interest earned will be calculated on a 365/actual basis and credited to your account at the end of each month, at which time you will receive a monthly recap of investments.
5. The account can be set up with either a Compensating Balance Peg or a Zero Peg with total activity costs charged to your account monthly.

One Summit Square  
P.O. Box 2345  
Fort Wayne, Indiana  
46801-2345  
(219) 427-8333

**CASHIER'S CHECK FOR 5% OF ANNUAL BID**

<u>SERVICE</u>	<u>UNIT COST</u>	<u>ANNUAL VOLUME</u>	<u>ANNUAL COST</u>
Lock Box Service	\$ .07	600,000	\$42,000
Checks Paid	.10	720	72
Deposits Made	.25	660	165
Items Deposited	.025	600,000	15,050
Statement Preparation	8.00	12	96
Return Checks	1.00	480	480
Currency Deposited	N/C	0	0
Cash Management Fee	50.00	12	600
Stop Payment Fee	15.00	24	<u>\$ 360</u>
Total Annual Cost			<u>\$58,773</u>

\*\* Volumes are based on June and July 1991 activity as related via telephone conversation with Ms. Liz Nagel September 6, 1991.



## BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)  
(Please type or print)

Date: September 10, 1991

1. Governmental Unit: City of Fort Wayne  
 2. County: Allen County  
 3. Bidder (Firm): Summit Bank  
 Address: P.O. Box 2345  
 City/State: Fort Wayne, IN  
 4. Telephone Number: 427-8333  
 5. Agent of Bidder (if applicable): \_\_\_\_\_

Pursuant to notices given, the undersigned offers bid(s) to City of Fort Wayne (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Robert Mohr  
Signature of Bidder or Agent

## BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body.  
Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

## NON-COLLUSION AFFIDAVIT

STATE OF INDIANA )  
Allen COUNTY ) 55:

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to restrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Summit Bank

Bidder (Firm)

Robert Mohr  
Signature of Bidder or Agent

Subscribed and sworn to before me this 6th day of September 19, 91

My Commission Expires: \_\_\_\_\_

County of Residence:

MARY LOU CHANEY  
NOTARY PUBLIC STATE OF INDIANA

ALLEN COUNTY

MY COMMISSION EXP. AUG 12, 1994

## ACCEPTANCE

There now being sufficient unbilled appropriated funds available, the contracting authority of (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered \_\_\_\_\_ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Date: \_\_\_\_\_

Contracting Authority Members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MARY LOU CHANEY  
Notary Public Printed Name

Read the first time in full and on motion by Burns  
seconded by Rudd, and duly adopted, read the second time  
title and referred to the Committee on City Utilities (and the  
City Plan Commission for recommendation) and Public Hearing to be held after  
due legal notice, at the Council Conference Room 128, City-County Building  
Fort Wayne, Indiana, on 11-26-91, the 19 day of November, at 11:00 o'clock A.M., E.S.T.

DATED: 11-26-91

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Rudd  
seconded by Jones, and duly adopted, placed on its  
passage. PASSED POST by the following vote:

TOTAL VOTES	AYES	NAYS	ABSTAINED	ABSENT
BRADBURY	✓			2
BURNS				
EDMONDS	✓			
GIAOQUINTA				
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: 12-10-91

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne,  
Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL)  
(SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. S-313-91  
on the 10th day of December, 1991.

Sandra E. Kennedy ATTEST  
SANDRA E. KENNEDY, CITY CLERK

SEAL  
PRESIDING OFFICER  
Samuel J. Talarico

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on  
the 11th day of December, 1991,  
at the hour of 10:30 o'clock A.M., E.S.T.

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 12th day of December,  
1991, at the hour of 8:45 o'clock A.M., E.S.T.

PAUL HELMKE  
PAUL HELMKE, MAYOR

DIGEST SHEET

TITLE OF ORDINANCE: Special

S-91-11-62

DEPARTMENT REQUESTING ORDINANCE: Purchasing

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Ref. No. 5014 for lock box services for the Customer Relations Department for 1992. The cost reflects the lowest and most responsive of two (2) vendors.

IF NOT LOWEST, WHO WAS AND WHY WERE THEY NOT AWARDED:

EFFECT OF PASSAGE: Lock box agreement for pickup and posting of utility customer payments to appropriate banks. Same day deposit of all funds.

IF REPLACEMENT, WHAT NECESSITATES:

EFFECT ON NON-PASSAGE: Receipt of utility payments and funds deposited are not efficiently and economically processed.

PRIOR APPROVAL REQUESTED: NO DATE:

MONIES INVOLVED: Summit Bank \$58773.00+/-

PRICE AGREEMENT: YES PURCHASE ORDER:

ACCOUNT INFORMATION: Customer Relations 701-901-OFFC-4369

BILL NO. S-91-11-62

## REPORT OF THE COMMITTEE ON CITY UTILITIES

PAUL M. BURNS, CHAIRMAN  
CHARLES B. REDD, VICE CHAIRMAN  
EDMONDS, LONG, SCHMIDT

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS

REFERRED AN (ORDINANCE) (RESOLUTION) approving the awarding  
of Reference #5014 by the City of Fort Wayne, Indiana, by and  
through its Department of Purchasing and SUMMIT BANK for the  
Customer Relations Department

HAVE HAD SAID (ORDINANCE) (RESOLUTION) UNDER CONSIDERATION  
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID  
(ORDINANCE) (RESOLUTION)

DO PASS

DO NOT PASS

## ABSTAIN

NO REC

John S. Lamp

DATED: 12-10-91

Sandra E. Kennedy  
City Clerk